

Handout for the SupplyOn Service Vendor Managed Inventory (VMI)



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1 About this Manual

The content of this manual shows you how to work with the Vendor Managed Inventory process.

1.1 Abbreviations

Abbreviation	Meaning
ASN	Advance Shipping Notice
CSV	Comma Separated Values
ERP	Enterprise-Resource-Planning
Max	Maximal
Min	Minimal
VMI (IPR)	Vendor Managed Inventory (Inventory Projection)
WebEDI	Web based EDI
XLSX	Excel 2010

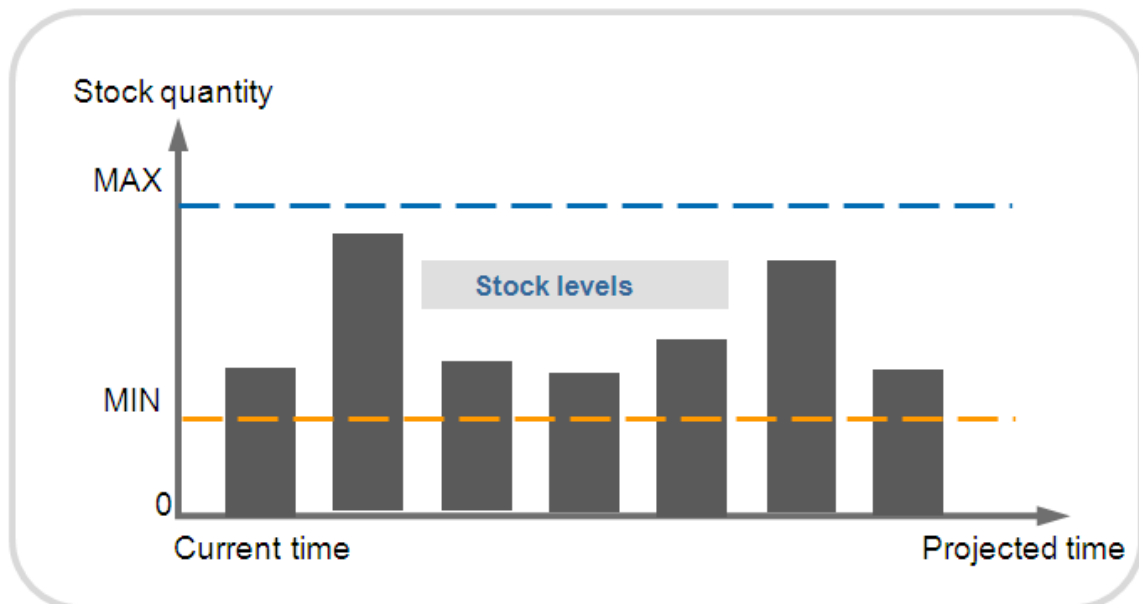
2 Introduction to the Vendor Managed Inventory process

The Vendor Managed Inventory (VMI) is an approach where you as a supplier are responsible for the management of the stock held by your customer.

The material assigned to the VMI (IPR) process does not appear as a demand in the purchase order overview.

Your customer will provide appropriate demand forecasts, their current inventories as well as minimum (Min) and maximum (Max) stock levels on a regular (usually daily) basis.

You should apply the correct replenishment actions in order to trigger appropriate deliveries of the requested material to your customer's warehouse and keep the material stock between this Min & Max levels.



2.1 Stocks levels

There are several stock types:

- ✓ Actual stock: - the quantity of goods present at the current time
- ✓ Projected Stock: - describes the evolution of the available stock in the future

As soon as the application detects irregular cases (e.g. an out-of-stock situation), an alert is raised.

Thanks to that, you may only need to react if an alert is raised. If there are no alerts raised by SupplyOn concerning a VMI material, there is no need for you to perform replenishment actions for this material.

The following types of alerts are available:

- ✓ If the inventory level is not between the agreed Min & Max
- ✓ If the inventory level is not between the agreed Min & Max at the end of the day
- ✓ If the inventory level is not between the agreed Min & Max in the future

You need to set up the alerts by yourself as described [here](#).

3 How to access SupplyOn

To work with SupplyOn your company administrator needs to set up an account and initial password for you. The administrator will assign the appropriate roles to you ([see chapter 8. Roles and Rights](#)).

Your customer sends demands and their stock levels from his ERP system(s) on a regular basis. Based on this information, you are enabled to manage your deliveries. There is no automatic e-mail notification as you are used from other processes.

Open an internet-browser and log in to SupplyOn.

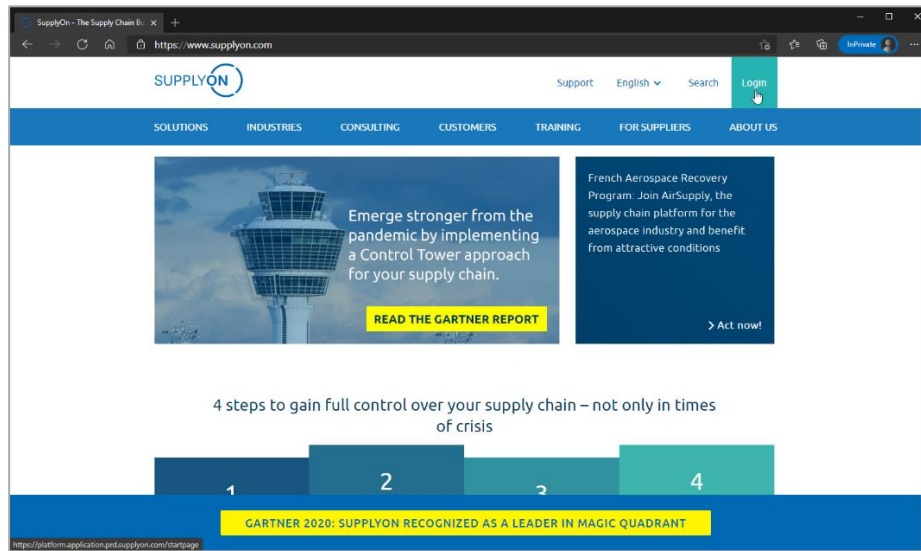


Figure: SupplyOn home page with Login button

Depending on your roles, you may see different tiles than used in the following screenshots.

1. Click the tile **Logistics & Finance**

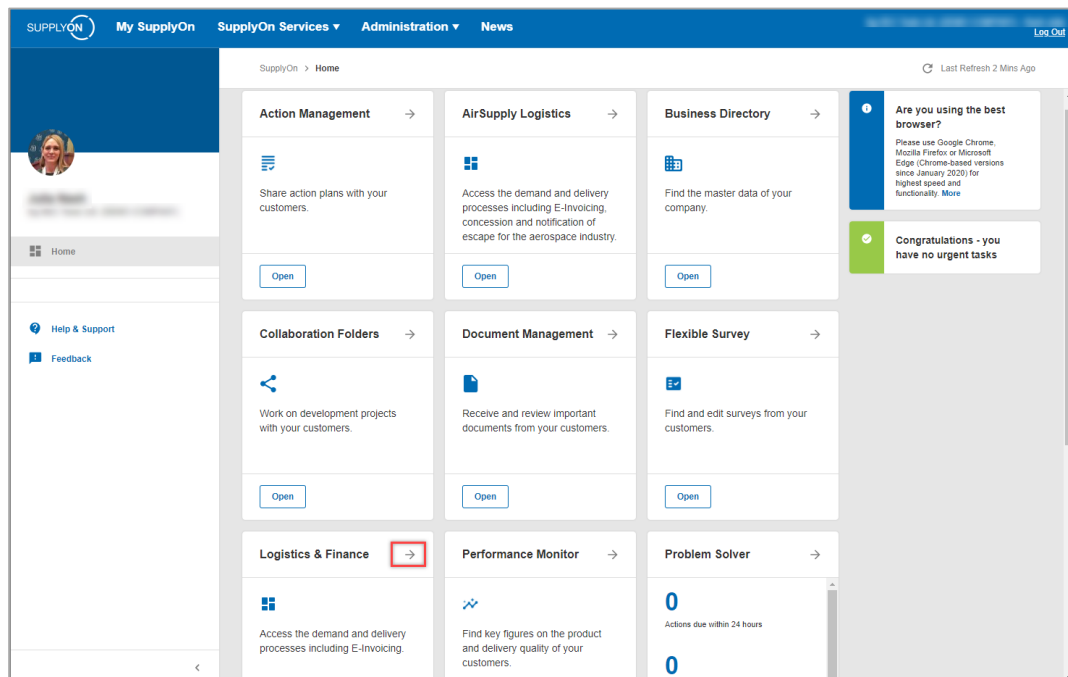


Figure: Home screen with tiles per application and actual notifications

4 How to work with the Dashboard

The **Logistics & Finance Dashboard** is displayed.

Depending on your roles, you may see different tiles than used in the following screenshots.

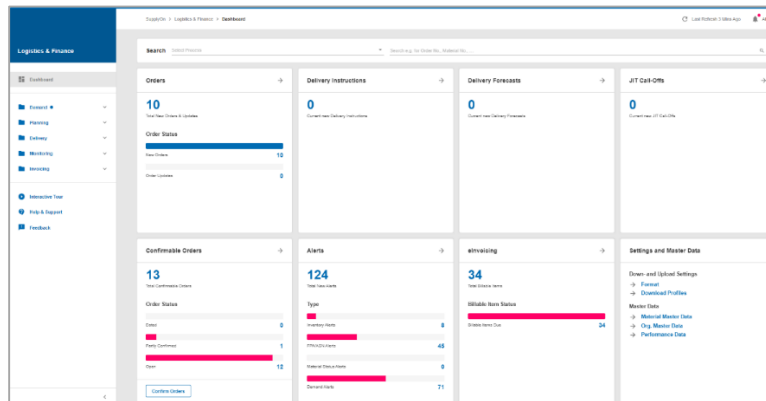


Figure: **Dashboard**

4.1 What I can see in the VMI (IPR) tile

Within the VMI (IPR) tile you see material-based alerts.

- ✓ Projected Stock: Inventory Alerts – the sum of all alerts
- ✓ Actual Stock: Inventory Alerts – the sum of alerts based on the Actual Stock status
- ✓ Material Situation at the end of today:
 - Below Zero: – the actual stock is below zero at the end of the day
 - Below Min Limit: – the actual stock is below the agreed minimum level at the end of the day
 - Above Max Limit: – the actual stock is above the agreed maximum level at the end of the day

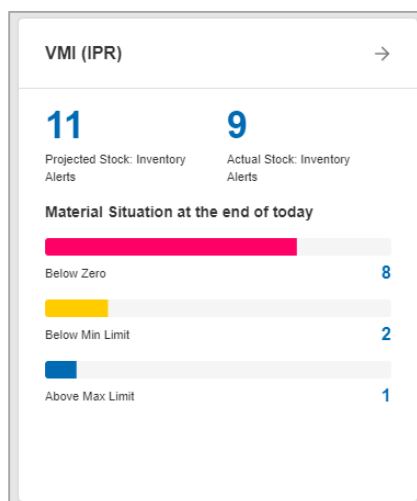


Figure: **Dashboard / tile / VMI (IPR)**

5 How to work with the Inventory Projection

5.1 How to open the Inventory Projection

1. To get an overview of all material numbers managed by VMI (IPR), click ->



Figure: Dashboard / tile / VMI (IPR)

In this example 18 different material numbers are flagged by your customer with VMI (IPR) and appear in the IPR Materials overview screen.

My SupplyOn > Logistics & Finance > IPR Materials

Quick Search | Advanced Search

Search | Reset

Add line | Delete line

My Search Profiles | Manage View

IPR Materials | RPM Materials

VMI Guide View | Manage View

Material	Material Desc.	Status	Stock	Stock	Demand	In-transit	Min	Max	1st Stock Out	First "Below Min." Sit.	First "Above Max." Sit.	Code Buyer	Plant Buyer	Unloading P.	Bu
45693		Red	0	-271 900	271 900	0	0	0	16/08/21	16/08/21		MX01	B. Fischer Mexico	B. Fischer Me...	BF
1134098		Red	9 507	-22 758	38 265	6 000	4 500	7 300	16/08/21	16/08/21		IT01	B. Fischer Italia	Trenfurt - A	BF
2025338		Red	2 628	-659	3 287	0	800	1 000	16/08/21	16/08/21		IT01	B. Fischer Italia	Bekaart	BF
NUK-000017		Red	0	-250	250	0	0	0	16/08/21	16/08/21		IT01	B. Fischer Italia	N-UK Gate 1	BF
ASA-000024		Red	661	-2 639	3 300	0	100	800	16/08/21	16/08/21		IT01	B. Fischer Italia	DEMO1	BF
ASA-000041		Red	671	-2 629	3 300	0	200	600	16/08/21	16/08/21		IT01	B. Fischer Italia	DEMO_VT	BF
995555		Red	0	0	0	0	1 000	5 000	16/08/21	16/08/21		IT01	B. Fischer Italia		BF
456933		Green	4 562	-267 338	271 900	0	1 000	8 000	16/08/21	16/08/21		MX01	B. Fischer Mexico	B. Fischer Me...	BF
NUK-000010		Green	0	2 000	54 000	55 000	2 000	5 000				IT01	B. Fischer Italia	N-UK Main Gate	BF
456928		Green	3 264	-244 536	247 800	0	3 000	10 000	16/08/21	16/08/21		MX01	B. Fischer Mexico	B. Fischer Me...	BF
993745		Green	3 473	3 207	1 416	1 150	2 700	6 000	16/08/21	16/08/21		IT01	B. Fischer Italia	B. Fischer Italia	BF
345828	Sealing	Green	7 922	7 922	0	0	7 000	12 000		23/08/21		MX01	B. Fischer Mexico	B. Fischer Me...	BF
890126	Casing	Green	2 570	6 272	1 068	4 800	1 000	2 000			17/08/21	IT01	B. Fischer Italia	B. Fischer Italia	BF
123442-B		Green	9 200	1 788	11 212	3 800	1 000	3 400			17/08/21	DE01	B. Fischer DE	7501	BF
127376		Green	2 625	2 217	1 176	788	610	1 566	26/08/21	23/08/21		IT01	B. Fischer Italia	B. Fischer Italia	BF
345828		Green	7 922	10 022	0	2 100	950	5 000			17/08/21	IT01	B. Fischer Italia	B. Fischer Italia	BF
747490		Green	2 242	1 299	943	0	500	3 000	23/08/21	21/08/21		IT01	B. Fischer Italia	B. Fischer Italia	BF
NUK-000003		Red	1 000	-53 000	54 000	0	2 000	3 000	16/08/21	16/08/21		IT01	B. Fischer Italia	N-UK Main Gate	BF

Create ASN | Delivery Note Items | Master Data | Inventory Projection | Download | History | Planned Receipts

18 matches of 18 entries: Select all matches | Clear selection

Entries per page: 50

Page 1 of 1

The columns marked in green give you an actual overview of the stock situation per product.

The **Status** represents the following color codes:

- ✓ Red: - Stock out
- ✓ Orange: - below minimum
- ✓ Blue: - over maximum
- ✓ Green: - ok

The **Min** and **Max** columns show the limit levels defined by your customer, and the column **First "Below Min." Sit.** shows when the stock is expected to get below the minimum.

2. Select the material you want to work with by setting a tick
3. And click **Inventory Projection**.

Figure: IPR Materials / Overview

The Inventory Projection screen is divided into three areas:

- ✓ **Diagram and table** – overview of actual and projected stock levels and their position related to the min & max range, demands and planned deliveries including a graphical visualization
- ✓ **Material Details** – information like rounding and minimum delivery quantity, timestamps of last stock messages as well as order and ASN references
- ✓ **Legend** – explains the color codes in the diagram

The following buttons help with:

- ✓ **Master data** – changing the selected material master data like for example rounding and minimum delivery quantity
- ✓ **Configure view** – changing the actual view of the diagram

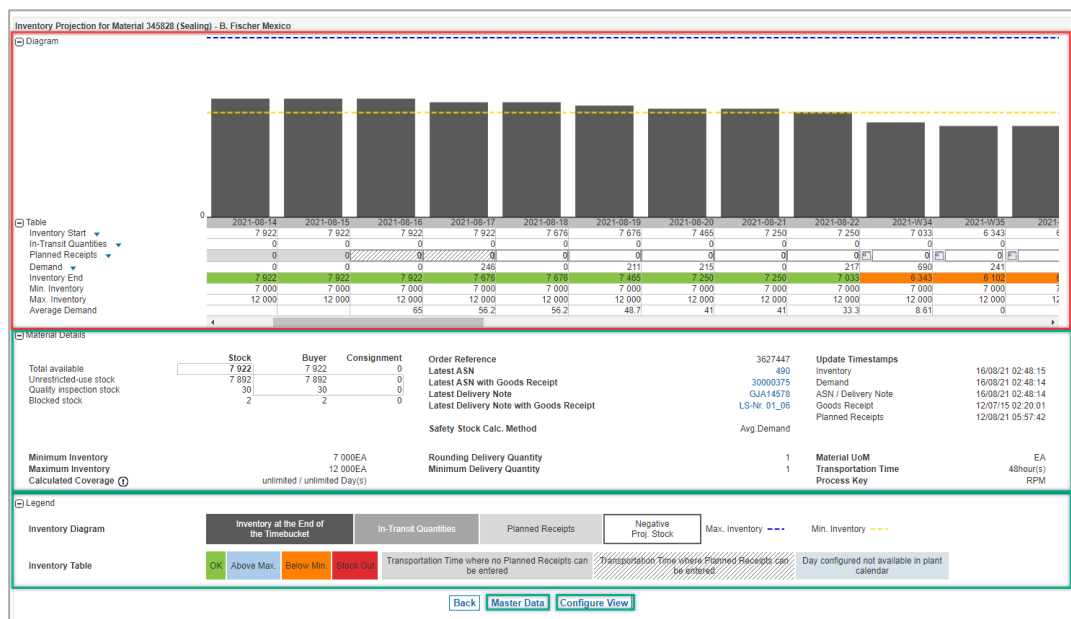


Figure: **Inventory Projection** with marked areas and buttons

5.2 How to plan your deliveries

The following screens and actions are examples to explain how to plan your deliveries.

The screenshot shows that the stock level slips below the agreed minimum quantity in calendar week 34. The minimum agreed quantity is represented by the yellow line. The maximum agreed quantity is represented by the blue line.

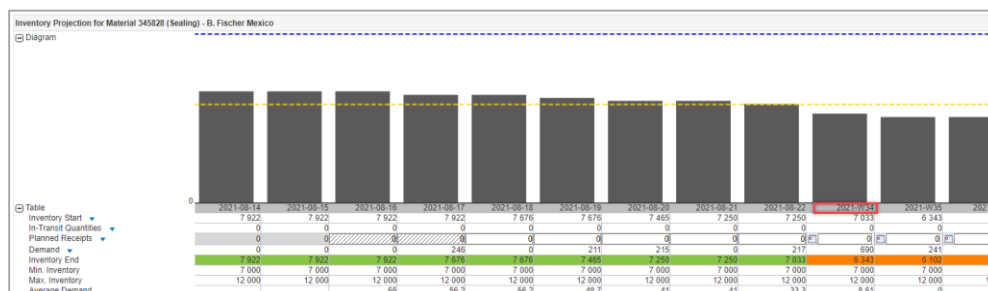


Figure: Inventory Projection diagram and table

The transportation time for this material to the customer location is defined with 48 hours. This is a setting you define in the master data as described [here](#). This ensures that you cannot plan a delivery within this defined period. In the screen above the 16th and 17th August are blocked in the Planned Receipt line.

Material Details		Stock	Buyer	Consignment	Order Reference	3527447	Update Timestamps	
Total available	7 922	7 922	0		Latest ASN	490	Inventory	16/08/21 02:48:15
Unrestricted-use stock	7 922	7 922	0		Latest ASN with Goods Receipt	30000375	Demand	16/08/21 02:48:14
Quality inspection stock	30	30	0		Latest Delivery Note	GJA14578	ASN / Delivery Note	16/08/21 02:48:14
Blocked stock	2	2	0		Latest Delivery Note with Goods Receipt	LS.Nr. 01_56	Goods Receipt	12/07/19 02:20:51
					Safety Stock Calc. Method	Avg Demand	Planned Receipts	12/08/21 05:57:42
Minimum inventory		7 000EA			Rounding Delivery Quantity	1	Material Unit	EA
Maximum inventory		12 000EA			Minimum Delivery Quantity		Transportation Time	48hour(s)
Calculated Coverage		unlimited / unlimited Days(s)					Process Key	RPM

Figure: Inventory Projection with material details and the defined transportation time

1. Enter into the **planned receipts** field for August 21st the quantity **1200**.

As a result, you can see that there is no critical situation within the following days anymore. The planned receipts are shown in light grey on top of the dark grey bar. As soon as the goods are received by your customer and the stock level is updated the quantity will be added to Inventory level.

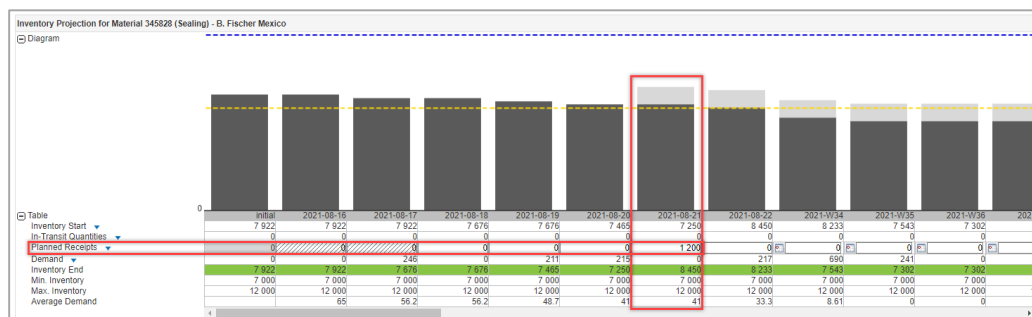


Figure: Inventory Projection with diagram, table and planned delivery

5.3 How to create an ASN out of VMI

Inform your customer about the shipment of your planned delivery with an ASN.

1. Move your mouse over the **In-Transit Quantities** area and
2. select **create ASN**.

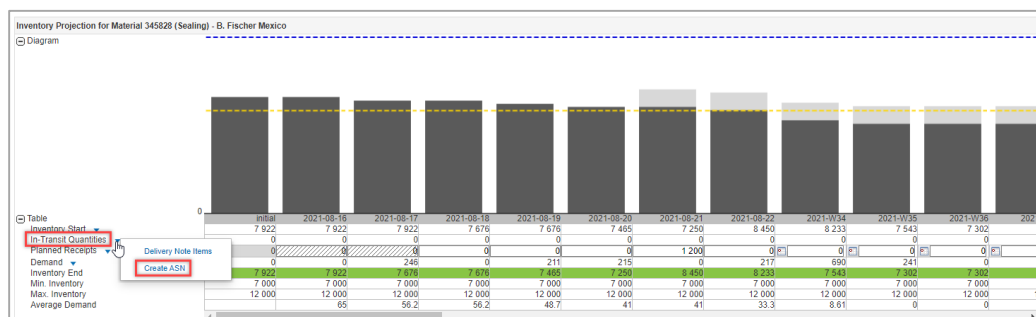


Figure: Inventory Projection view with diagram and activated selection for creating an ASN

3. Define the time frame for the **planned receipts to be considered for delivery**
4. and click **apply**.

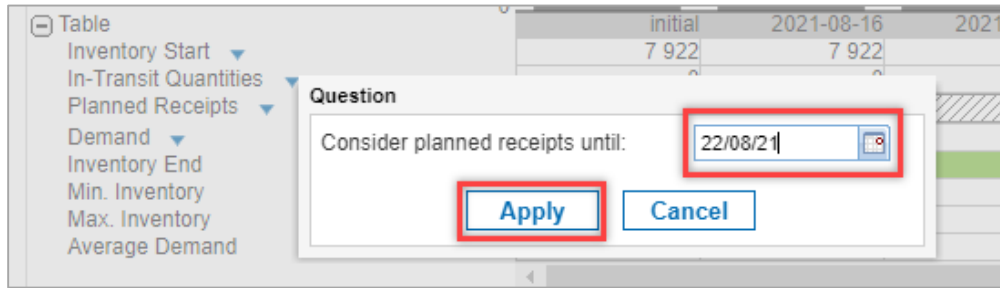


Figure: Inventory Projection view with question box for considered planned receipts

The **Create ASN** screen is displayed. Continue to create an ASN as described in the 'Handout for the SupplyOn Service Logistics & Finance. Advance Shipping Notice (ASN)', which can be found on the [Supplier Info Portal](#).

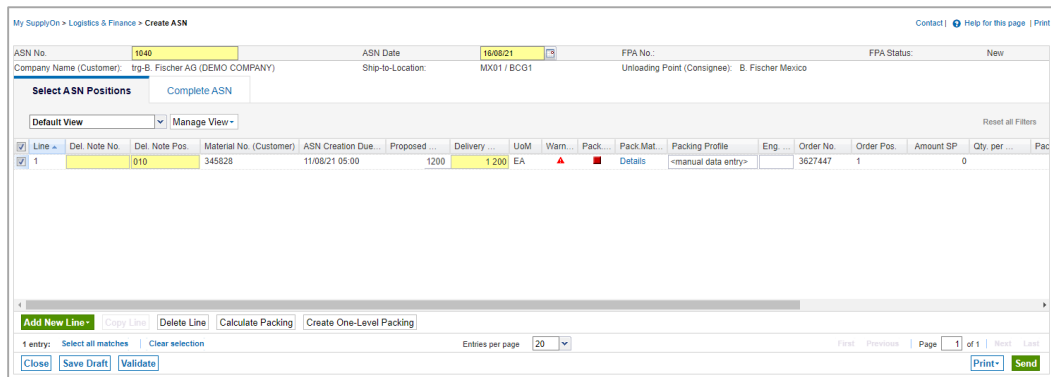


Figure: Create ASN with Select ASN Positions tab

As soon as you have sent the ASN, the **planned receipts** quantity will be reset to **0** and the line **In-Transit Quantities** will show for this example the quantity **1200**.

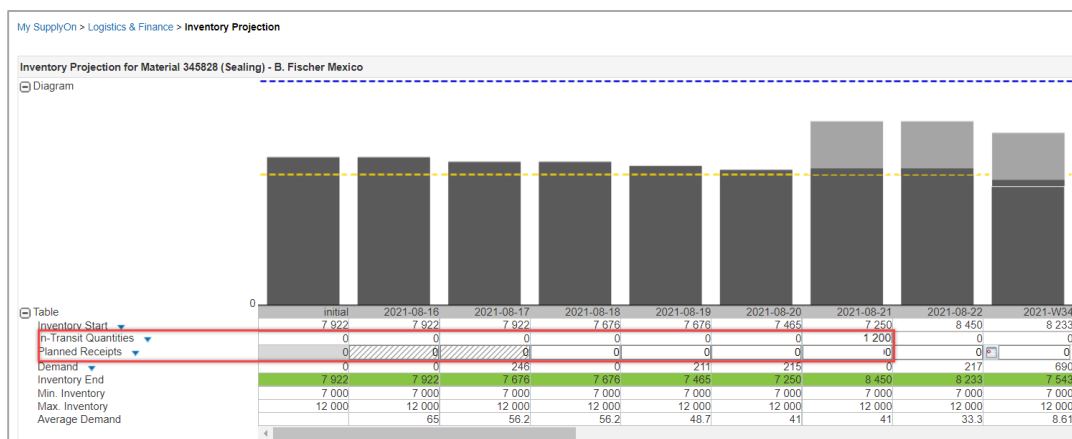


Figure: Inventory Projection view with new stock view with In-Transit Quantities number and stock

As soon as your customer has received the sent material, the **In-Transit Quantity** is reset to **0** and the **Inventory Start** will show a plus of **1200**.

5.4 How to view the demand details and history

The Inventory Projection screen offers additional details about the demands the customer sends. You can either open the details or the history.

1. Move your mouse over the **demand** area and select either **Demand history** or **Demand details**

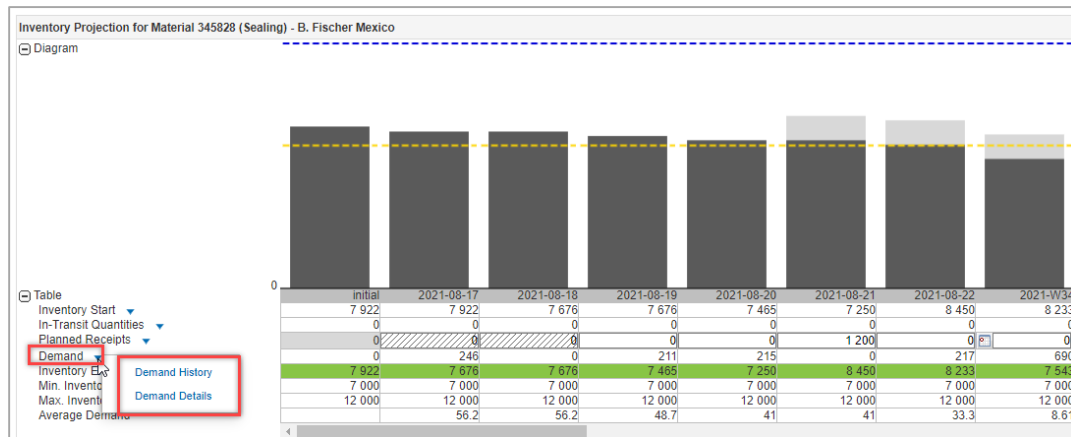


Figure: **Inventory Projection** view with **diagram** and activated selection for **Demand**

Within the **Demand History** you can see if and how a demand has changed within a certain time period. You define the time period of the messages and how many **time buckets** you want to see. A **time bucket** can be a day, a week or a month.

Document Type	Document No.	Message Timestamp	Change Timestamp	2021-W34	2021-W35	2021-W36	2021-W37	2021-W38	2021-W39	2021-W40	2021-W41
Delivery/Inst gross	00003	07.08.21 11:03	07.08.21 11:05			2 772	3 207	830			
Delivery/Inst gross	00003	25.08.21 15:56	25.08.21 15:57	2 349	3 477	1 406					

Figure: **Demand History** with details of demand messages

2. Click **Back** to return to the **Inventory Projection** screen.

Within the **Demand Details** you see the demands displayed in the layout of a delivery instruction. Here you can either Download or Print the demands if needed. From here you can also view the Demand history.

My SupplyOn > Logistics & Finance > Delivery Schedules > VMI-Demand (IPR) Details Contact | Help for this page | Print

VMI-Demand (IPR) Details Partner Information Additional Information

Material Related Information

Document No:	00003	Transmission Date:	07.09.21 11:03	Validity Period:	-
Buyer Material Number:	345520	Supplier Material Number:	00003	Planner:	
Material Description:	Sealing	Message Number:	EA	Supply Model:	VMI
Engineering Change Level:		UoM:	3627447	Order Position:	1
Incoterms:	EXWFrankfurt Text	Order Number:	1	Date:	22.09.21
Production Release:		Delivery Instruction Number:	2	Date:	
Material Release:		Delivery Instruction Number Old:	2		

Additional Reference Data

Current cumulated quantity received: 0 Start date of current cumulated quantity: Last cumulated quantity before resetting:

Cumulative quantities

Buyer: 0

Supplier: 4.180 [Save](#)

Quantity from ASNs in draft status: 0

Status: ok

VMI-Demand (IPR) Schedule Lines

[Default View](#) [Manage View](#)

Delivery Date	Pickup Date	Dispatch Qty	cum. Quantity	Difference	Commit	Del.
07.09.21		359			Fix	359
08.09.21		498			Fix	498
09.09.21		482			Fix	482
10.09.21		437			Fix	437
11.09.21		517			Fix	517
12.09.21		479			Fix	479
13.09.21		444			Fix	444
14.09.21		497			Fix	497
15.09.21		537			Fix	467

[Back](#) [Demand History](#) [Download](#) [Print](#)

Figure: VMI-Demand (IPR) Details with the Demand History, Download and Print buttons

- Click **Back** to return to the **Inventory Projection** screen.

6 Material master data I can define by myself

You can update relevant material master data. For that you need the role as described [here](#).

1. Open the **Logistics & Finance** Dashboard
2. Scroll down to the tile **Settings and Master Data**
3. Open the **Material Master Data**

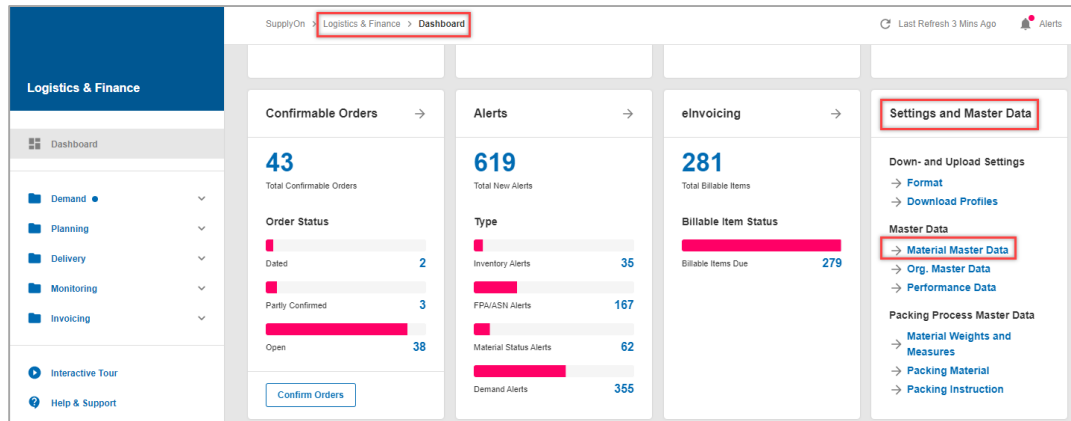


Figure: **Logistics & Finance** Dashboard with the tile **Settings and Master Data**

You are in the Material Master Data screen. Here you can define master data either one by one or use the **Download Material xls** and **Upload xls** functions.

My SupplyOn > Logistics & Finance > Material Master Data

Quick Search

Advanced Search

Search

Reset

My Search Profiles

Hide Search Area

Material Master Data

Docu View

Manage View

Reset all Filters

Material	Material Desc.	Plant Buyer	Min.	Signal	Max.	Rnd. Del. Qty.	Min. Del. Qty.	Transp. T.	Planner	DoS	M.	S.	M.	Avg.	Process	Customs	Commodity	Lin.	Mat.	Forward
127376		B. Fischer Italia	10 000	0	20 000	1	1	48	SO_PLA...	✓	3	0	7	28	IPR		Covering...			CARAS...
345828	Sealing	B. Fischer Mexico	0	0	0	1	1	48	SO_PLA...		0	0	0	28	NONVM		O-Ring Se...			00900400
345828	O-Ring zur Abd...	B. Fischer DE	0	0	0	1	1	48	Markus M...		0	0	0	28	NONVM		O-Ring zur...			
345828	O-Ring Sealing (...)	B. Fischer Italia	1 100	0	4 600	1	1	48	SO_PLA...		8	0	13	28	IPR		O-Ring Se...			00900400
5552345	Cover yellow 13...	B. Fischer Italia	0	0	0	1	1	48	SO_PLA...		0	0	0	28	NONVM					00900400
747490	Thermoplastisch...	B. Fischer DE	0	0	0	1	1	48	Markus M...		0	0	0	28	NONVM		Thermopla...			
747490	Protection cap	B. Fischer Italia	500	0	3 000	1	1	48	SO_PLA...		0	0	0	28	IPR					00900400
890128	Zylindergehäuse	B. Fischer DE	0	0	0	1	1	48	Markus M...		0	0	0	28	NONVM		Zylinderge...			
890128	Cylindrical Casing	B. Fischer Mexico	0	0	0	1	1	48	Markus M...		0	0	0	28	NONVM		Cylindrical...			
890128	Casing	B. Fischer Italia	1 000	0	2 000	1	1	72	SO_PLA...		0	0	0	28	IPR		Cylindrical... DE			
993745	Sleeve to connec...	B. Fischer Mexico	0	0	0	1	1	48	Markus M...		0	0	0	28	NONVM		Sleeve to c...			00900400
993745	Kabelbaum zur ...	B. Fischer DE	0	0	0	1	1	48	Markus M...		0	0	0	28	NONVM		Kabelbaum...			
993745	Cable Sleeve	B. Fischer Italia	1 000	0	3 000	100	2 000	48	SO_PLA...		0	0	0	28	IPR		Kabelstül... DE	✓		00900400
999128	Cylindrical Casing	B. Fischer Italia	0	0	0	1	1	48			0	0	0	28	NONVM					
P00062221	KT00830100B...	B. Fischer Italia	1 000	0	5 000	1	1	48			0	0	0	28	DELINST					
P00062229	KT00830100B...	B. Fischer Italia	1 000	0	3 000	1	1	48			10	0	15	28	DELINST					
P00062241	KT00830100B...	B. Fischer Italia	1 000	0	2 000	1	1	48			0	0	0	28	DELINST					
R.2349820121	220uF 10% 10V...	B. Fischer Italia	0	0	0	1	1	48			0	0	0	28	DELINST					Carrier
R.8888820121	6.8pF 0.5pF 50V...	B. Fischer Italia	0	0	0	1	1	48	FRA-001		0	0	0	28	DELINST					Carrier
R.8888820124	6.8pF 0.5pF 50V...	B. Fischer Italia	0	0	0	1	1	72	FRA-001		0	0	0	28	DELINST					Carrier
Zug "B"	Zug "B" FTX	B. Fischer Italia	0	0	0	1	1	48			0	0	0	28	DELINST					

Back

Download

Download Material XLS

Upload XLS

History

Details

21 matches of 21 entries:

Select all matches

Clear selection

Entries per page

50

Page

1

 of 1

Next

Last

Figure: **Material Master Data** overview screen

The min and max amount quantities are defined in the customer ERP and cannot be changed by you. You can define:

- ✓ **RND. Del. Qty. (rounding delivery quantity)** – is considered when creating the planned delivery. For one material the rounding quantity is for example 100. The system will not accept 85 as a planned delivery.

- ✓ **Min. Del. Qty.** (Minimum delivery quantity) – is considered when creating the planned delivery. For one material the batch size is for example 2000. The system will not accept a planned delivery of 1900 and will correct it up to 2000.
- ✓ **Transp. Time** (Transportation time) – is considered when creating the planned delivery. In this example 48 hours is shown. The next planned delivery is possible in 2 days.

Material Master Data										
Doku View		Manage View								
Material	Material Desc.	Plant Buyer	Min.	Signal	Max.	Rnd. Del. Qty.	Min. Del. Qty.	Transp. Time	Planner	DoS ...
127376			10 000	0	20 000	1	1	48		✓
345828	Sealing		0	0	0	1	1	48		
345828	O-Ring zur Abdi...		0	0	0	1	1	48		
345828	O-Ring Sealing (...)		1 100	0	4 600	1	1	48		
5552345	Cover yellow 13...		0	0	0	1	1	48		
747490	Thermoplastisch...		0	0	0	1	1	48		
747490	Protection cap		500	0	3 000	1	1	48		
890128	Zylindergehäuse		0	0	0	1	1	48		
890128	Cylindrical Casing		0	0	0	1	1	48		
890128	Casing		1 000	0	2 000	1	1	72		
993745	Sleeve to conn...		0	0	0	1	1	48		
993745	Kabelbaum zur ...		0	0	0	1	1	48		
993745	Cable Sleeve		1 000	0	3 000	100	2 000	48		

Figure: **Material master data** overview screen of **Rnd. Del. Qty.**, **Min. Del. Qty** and **Transp. Time**

7 How to create a process-based alert

SupplyOn supports you in complying with the logistics KPIs. As explained [here](#), you can see your current to-dos in the dashboard in the different order tiles. Additionally, you can set up an individual email alert for specific situations. This ensures that critical situations are no longer overlooked and logistics KPIs can be met.

1. Open the **Dashboard**
2. Click **Alerts**
3. Select **Inventory Alerts**

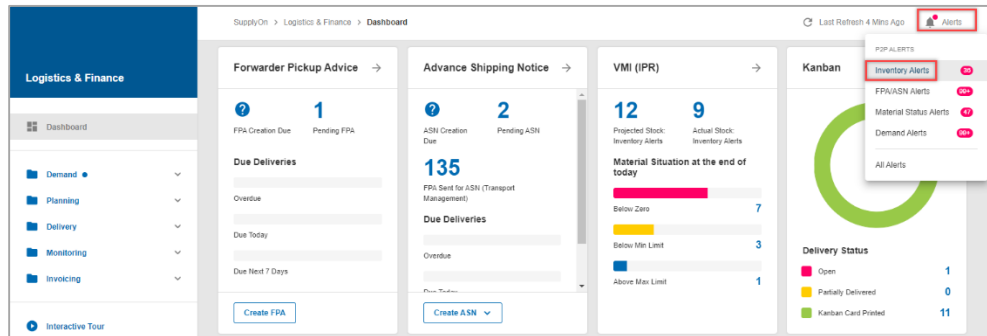


Figure: Dashboard / Alerts

Define a search profile you are interested in. For further details how to create a search profile open the [media library](#) and search for the tutorial **VMI monitoring**.

4. Build your search profile by clicking **Add a line**.
5. Select the Search criteria, for this example select **Status Stock Projection**.
6. Leave **equal to** and select the entries **below minimum**, **below zero** and **above maximum**.
7. Determine by when you want to be informed about this situation by selecting **occurrence**, **days in the future** and **90**.
8. Test your search parameters by clicking **Search**.

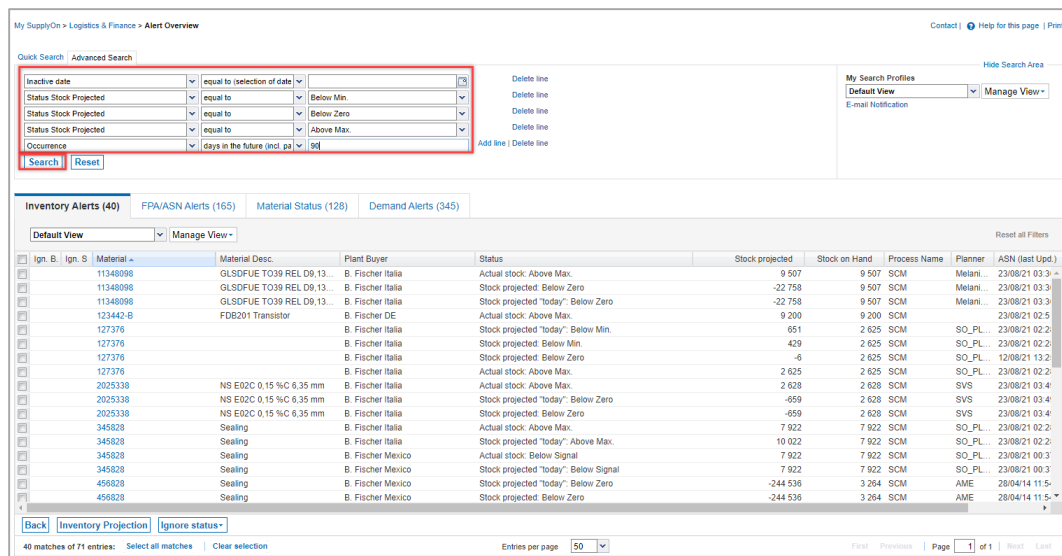


Figure: Alert Overview / Define Search Profile

You can save these search parameters as search profile and define the frequency of e-mail notifications for it. Define a name for your search parameters and save it.

9. Define a name for your **Search Profile**.
10. Click on the **Drop Down** next to **Manage View**
11. and click **Create new**

My SupplyOn > Logistics & Finance > Alert Overview

Quick Search | Advanced Search

Inactive date: equal to (selection of date) | Delete line

Status Stock Projected: equal to | Below Min. | Delete line

Status Stock Projected: equal to | Below Zero | Delete line

Status Stock Projected: equal to | Above Max. | Delete line

Occurrence: days in the future (incl. pa) | 90 | Add line | Delete line

Search | Reset

My Search Profiles: critical in 90 days | Manage View

E-mail Notification: Create new | Update | Delete | Set as/unset default

Inventory Alerts (14) | FPA/ASN Alerts (0) | Material Status (40) | Demand Alerts (0)

Default View | Manage View

Ign.	B.	Ign.	S.	Material	Material Desc.	Plant	Buyer	Status	Stock projected	Stock on Hand	Process Name	Planner	ASN (last Upd.)
				1134098	GLSDFUE TO39 REL D9.13...	B.	Fischer Italia	Stock projected: Below Zero	-22 758	9 507	SCM	Meiant...	23/08/21 03:30:2
				127376		B.	Fischer Italia	Stock projected: Below Zero	-6	2 625	SCM	SO_PL...	12/08/21 13:25:1
				127376		B.	Fischer Italia	Stock projected: Below Min.	429	2 625	SCM	SO_PL...	23/08/21 02:28:0
				2025338	NS E02C 0,15 %C 6,35 mm	B.	Fischer Italia	Stock projected: Below Zero	-659	2 628	SCM	SVS	23/08/21 03:49:0
				456828	Sealing	B.	Fischer Mexico	Stock projected: Below Zero	-244 536	3 264	SCM	AME	28/04/14 11:54:0
				456883	Sealing	B.	Fischer Mexico	Stock projected: Below Zero	-271 900	0	SCM		
				747490	Protection cap	B.	Fischer Italia	Stock projected: Below Zero	-282	2 242	SCM	SO_PL...	23/08/21 02:28:0
				880128	Casing	B.	Fischer Italia	Stock projected: Above Max.	4 470	2 570	SCM	SO_PL...	23/08/21 02:27:5
				993745	Cable Sleeve	B.	Fischer Italia	Stock projected: Below Min.	956	3 473	SCM	SO_PL...	23/08/21 02:28:0
				995555	Zweig zum Koppeln	B.	Fischer Italia	Stock projected: Below Min.	0	0	SCM		
				ASA-000024	Material24	B.	Fischer Italia	Stock projected: Below Zero	-2 639	661	SCM	SO_PL...	
				ASA-000041	Material41	B.	Fischer Italia	Stock projected: Below Zero	-2 629	671	SCM	SO_PL...	
				NUK-000003		B.	Fischer Italia	Stock projected: Below Zero	-53 000	1 000	SCM		23/08/21 04:22:3
				NUK-000017	Starter 12V	B.	Fischer Italia	Stock projected: Below Zero	-250	0	SCM		

14 matches of 71 entries: Select all matches | Clear selection

Entries per page: 50

First | Previous | Page 1 of 1 | Next | Last

Figure: Alert Overview / Define and save Search Profile

12. Click **E-mail Notification**

Hide Search Area

My Search Profiles

critical in 90 days | Manage View

E-mail Notification

Figure: Alert Overview / Define E-mail Notification for Search Profile

13. The just created search profile is automatically selected.
14. Set the tick next to **Active**.
15. Define the notification period, for example on a daily basis at 8:15 am in the morning.
16. Click **Save**

My SupplyOn > Logistics & Finance > Alert Overview > Email Notification

E-mail Notification

Based on Search Profile critical in 90 days

☒ Active

Alert Notification Type

☒ as Attachment ☐ as Pure Text

Frequency

Periodic (according to your timezone: (GMT+01:00) Europe/Berlin)

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday

☒ Daily at 08 : 15

☐ Hourly from 8:00 to 17:00 every 4 hour(s)

Save Back

Figure: Alert Overview / E-mail Notification

In this example you will receive an e-mail notification as soon as the critical situation occurs.

8 Roles and Rights

Note

On the following help page it is described how you as a CompanyAdmin of your company can create users with the corresponding roles for your colleagues:
<https://service.supplyon.com/topcases/?lang=de&articleId=2062>

Basic information about your user account, its roles and rights are visible under Administration – My User Account.

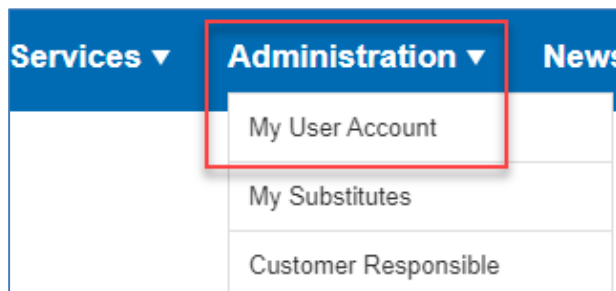


Figure: Administration > My User Account

As soon as you click here, you will see basic information like your username, email address etc.

A screenshot of the 'My master data' form in the SupplyOn application. The form is titled 'Contact data' and contains several input fields and a checkbox. The fields are: 'User ID*' with the value 'SiemensTest_User_TTA1', 'First name*' with 'Healthineers', 'Last name*' with 'Siemens', 'Salutation*' with 'Not selected' (a dropdown menu), 'E-mail*' with a masked email address ending in 'on.com', 'Phone*' with '0', and 'Language*' with 'English' (a dropdown menu). Below these fields is a checkbox labeled 'Enabling for user' which is currently unchecked. At the bottom left of the form, there is a link that says 'Change Password'.

Figure: My master data

To be able to commit the actions of this guide, the following roles in the tab “My roles” are required:

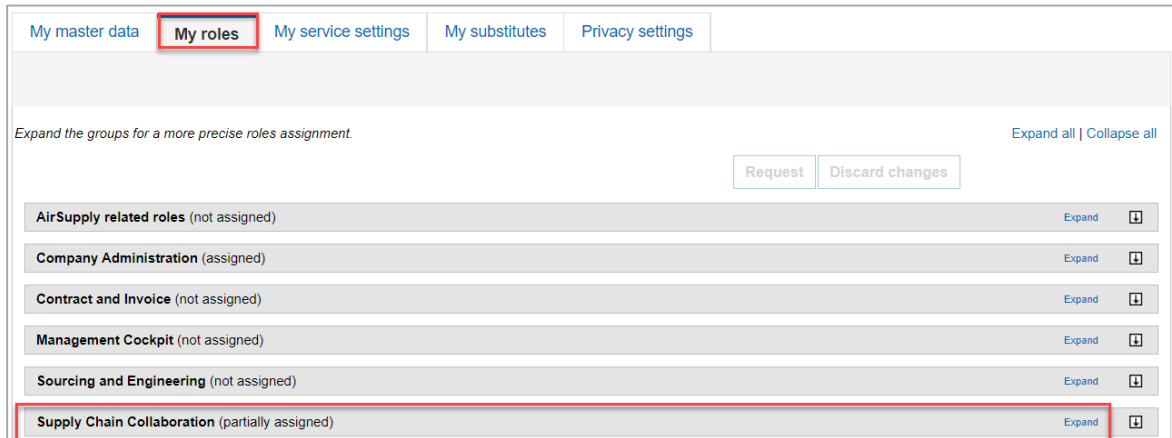


Figure: **My roles**

Group: Supply Chain Collaboration

VMI Seller Admin:

✓ Display of VMI articles, display and changing of supplier master data

WebEDISeller Admin:

✓ Access to Supply Chain Collaboration.

The SupplyOn Company Admin is authorized to create new users or to assign roles to already existing users.

Depending on whether you were already an existing supplier on SupplyOn or are completely new, the role assignment differs:

For newer suppliers you should see this screen here:

Shipping, Goods Receipt, Warehouse...

Areas of responsibility			
<input type="checkbox"/>	Name ↑	Description	More information
<input type="checkbox"/>	Company Administration	Company master data, users and permis...	More information
<input type="checkbox"/>	Order Fulfillment, Finance Processes	Supply Chain Management.	More information
<input type="checkbox"/>	Quality Management	Supplier Quality Management (QM).	More information
<input type="checkbox"/>	Sales	Sourcing to Contract, Progress to Order ...	More information
<input checked="" type="checkbox"/>	Shipping, Goods Receipts, Warehouse ...	Shipping, goods receipts, warehouse ma...	More information
<input type="checkbox"/>	Supply Chain Administration	Demand, logistics and finance processes.	More information

Figure: User Management with Edit User and Areas of responsibility

After clicking **More information**, the following help page is displayed. Here you can see the tasks the user can fulfill with this responsibility.

Shipping, goods receipts, warehouse management	
Supply Chain Collaboration	
—	Displaying demand and logistics data
—	Creating FPAs and ASNs
—	Editing planned receipts
—	Editing stock movements
—	Creating goods receipts
—	Managing master data

Figure: Help page with explanation for Shipping, goods receipt and warehouse management responsibility